



TANZA WATER DISTRICT

CALIBRATION CONTROL PROCEDURE

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Quality Management System Procedures

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Rev. no.

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1.0 OBJECTIVE

The purpose of this procedure is to define calibration process of various monitoring and measuring equipment used by TANZA WATER DISTRICT in order to establish and maintain accurate monitoring and measuring equipment thereby meeting quality requirements and specifications.

2.0 SCOPE

This procedure covers to all measuring equipment’s/instruments being used by TANZA WATER DISTRICT.

3.0 DEFINITION OF TERMS

3.1 Calibration - is a comparison between measurements – one of known magnitude or correctness made or set with one device and another measurement made in as similar a way as possible with a second device.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Purchasing Control Procedure
- 4.3 Control of External Provider Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 Construction and Maintenance Division (CMD)
 - 5.1.1 Shall be responsible in monitoring the calibration and/or verification of all monitoring and measuring equipment of TANZA WATER DISTRICT.
 - 5.1.2 Shall be responsible in establishing and monitoring the calibration and/or verification schedule.
 - 5.1.3 Shall be responsible in checking the certificate of calibration or verification for each monitoring and measuring equipment and assigning control and tag number to calibrated monitoring and measuring equipment.
 - 5.1.4 Shall be responsible for the inventory of all monitoring and measuring equipment in the entire operation and control of this procedure.
 - 5.1.5 Shall be responsible for making and keeping calibration or verification records or reports obtained from the result of the entire calibration or verification process conducted.
 - 5.1.6 Shall be responsible for making and keeping calibration or verification records or reports obtained from the result of the entire calibration or verification process conducted.

6.0 PROCEDURE DETAILS

6.1 Calibration of Equipment

Process Flow	In-charge	Process Description	Records
Start			
Monitoring	CMD	Shall established and fully monitor on the schedule of calibration or verification stickers due dates.	Calibration Verification Monitoring Form
Calibration and Verification	CMD	<p>Shall prepare the list of measuring equipment subject for calibration. If in-house calibration equipment is not available, a 3rd party private or government agency shall be contracted.</p> <p>3rd party calibrator shall be done not more than one (1) month.</p> <p>A calibration sticker shall be posted in the equipment and history card shall be filed for monitoring.</p>	Calibration Sticker and Calibration Report
End			

6.2 Report

Reports	Frequency	Responsible
Calibration Report	Annually	Calibration Agency

7.0 PERFORMANCE INDICATOR

7.1 All measuring equipment are calibrated and verified a week prior calibration/verification status expires.

8.0 ATTACHMENTS AND FORMS

8.1 Form 1 – Calibration Verification Monitoring

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TANZA WATER DISTRICT
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CALIBRATION VERIFICATION MONITORING

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